

HRO Newsletter

CLASSIFICATION

BENEFITS

EQUAL OPPORTUNITY



ANNUAL NOTICE OF RIGHT TO UNION REPRESENTATION

The Civil Service Reform Act gives technicians in units represented by an exclusive labor organization the right to have a union representation present at a meeting which involves an examination by a representative of the agency in connection with an investigation. Section 7114 (a) of the Civil Service Reform Act of 1978 states that:

“(2) An exclusive representation of an appropriate unit in an agency shall be given the opportunity to be represented at—

“(A) any formal discussion between one or more representatives of the agency and one or more employees in the unit of their representatives concerning any grievance or any personnel policy or practices or other general condition of employment; or

“(B) any examination of an

employee in the unit by a representative of the agency in connection with an investigation if—

- (i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and
- (ii) the employee requests representation”

Therefore, as also required by Section 7114(a)(1) and (3), you are hereby given notice of the right set forth in this provision.

POC: CMS Dan Cochran, 267-2792

PAYROLL DEDUCTION FOR ANG BARGAINING UNIT EMPLOYEES, ACT, CHAPTER 71 -- ARTICLE FIFTEEN

15-1 WITHHOLDING FORM

The Standard Form 1187 for dues deduction will be supplied by the Labor Organization and will be used as the authorization of payroll deduction for dues.

15-2 PROCESSING

The completed standard form will be given by the Labor Organization through HRO/LRS to the Civilian Pay Office.

a. The standard form will be completed and certified as to the amount of withholding (.007 of base pay) and that the member has been advised of the contents of the form, and the individual's earliest date of dues revocation will be annotated on the form and initialed by the individual.

b. The standard form may be submitted at any time. The effective date for withholding will start by the first pay period beginning after the submission of the form to the Civilian Pay Office. Adjustments to dues allotments will occur within two (2) pay periods whenever the member's rate of base pay changes.

c. An allotment shall be terminated when the employee leaves the bargaining unit as a result of any type of separation, transfer, or other personnel action; upon loss of exclusive recognition by the Labor Organization; when the agreement providing for dues withholding is suspended or terminated by an appropriate authority outside DOD; or when the employee has been suspended from the Labor Organization.

(1) When a Technician is temporarily promoted or detailed to a position outside of the bargaining unit, the

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Employer agrees to automatically reinstate the employee's dues withholding upon return to the bargaining unit. The dues withholding will begin the first partial/full pay period the employee returns to the bargaining unit

It is the individual's responsibility to maintain dues payments, if the employee so desires, in order to protect union associated insurance or other union benefits.

15-3 DUES WITHHOLDING

The Employer agrees to provide a listing to the Labor Organization of those persons from whom a payroll deduction was made. The listing will contain the name and SSN of the Civilian Technicians of the Labor Organization having current dues withholding allotments on file, the amount withheld from each member's pay, and a statement showing the total amount withheld. The remittance check and one copy of the listing will be forwarded to an address to be provided by the Labor Organization.

15-4 DUES REVOCATION

The Employer agrees to provide the employee with copies of the Standard Form 1188 for use in revoking dues allotments. Employees wishing to revoke their dues withholding may obtain a Standard Form 1188 from the HRO office.

- a. The individual will return the completed standard form to the Civilian Pay Office.
- b. The Civilian Pay Office shall date and initial all copies of the standard form upon receipt from the individual. The second copy of the standard form shall be forwarded by the Civilian Pay Office to the Labor Organization within three (3) working days after receipt of the signed form from the employee.
- c. The **first day of September** shall be the annual dues revocation date established

by this agreement. All dues revocation forms must be received by the Civilian Pay Office **not later than 15 August**. Dues revocation shall not become effective until the first full pay period in September.

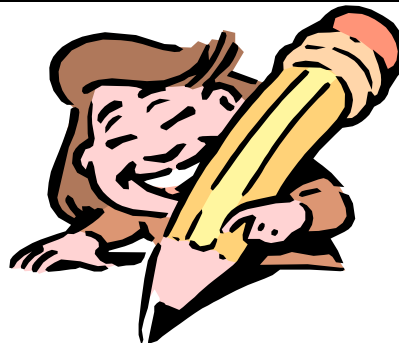
- d. New members shall have the option of dues revocation on the first annual anniversary date after his/her election to participate. Dues revocation form must be submitted to the Civilian Pay Office not later than the last work day in the month preceding his/her anniversary date. Effective date of revocation will be the first full pay period after his/her anniversary date. After the first anniversary date, revocation may only be made in accordance with Section 15-4c above.

15-5 ANNUAL NOTIFICATION

It is agreed that once a year, in March, this article will be published in the HRO Newsletter. This will constitute the annual notice affecting dues withholding revocation.

POC: CMS Dan Cochran, 267-2792

POSITION CLASSIFICATION



Whenever an employee is appointed, promoted, reassigned, demoted or transferred to a position, there must be an established position which has been described, evaluated and classified to the title, series, grade and pay plan so that the proper rate of pay and the qualifications necessary to perform the work can be determined.

First the agency must prepare a description of the duties and responsibilities of each position that is established or changed and then classify the position. A description may cover a single position or a number of identical positions. A description must

state the principal duties, responsibilities, and supervisory relationships of a position clearly and definitely to provide information necessary to its proper classification. A description is adequate for classification purposes when:

- * Considered so by one knowledgeable of the occupational fields involved and the application of pertinent classification standards, principles and policies, and

- * Supplemented by otherwise accurate, available and current information on the organization, functions, programs and procedures concerned.

A position description is the official record of the major duties and responsibilities assigned to a position by a responsible supervisory or management official. It is used to delineate assignments among positions in an organization. A clear and accurate written record of a position is essential to position classification. While the position description is used primarily as a classification tool, it is also important to other areas of personnel management. Position descriptions can provide necessary information for such personnel management activities as:

- * Improving work methods and designing organizations;
- * Evaluating training needs;
- * Determining the qualification requirements of vacant positions and identifying sources of recruitment;
- * Explaining assignments to employees;
- * Resolving grievances and appeals;
- * Developing performance criteria and evaluating employee performance;
- * Recommending incentive awards;
- * Establishing competitive levels for reduction-in-force;
- * Promoting clarity and uniformity of understanding of the work assigned to the position;
- * Determining pay levels and authorizing payment of public

* Determining whether positions should be excepted from the competitive service.

POC: Maj Shirley Patton, Position Classification Specialist, (602) 267-2592 or DSN 853-2592.



EEO Calendar of Events

10-17 Jan 00 -- Martin Luther King JR Birthday -- Theme: "Remember! Celebrate! Act! Day on & Not a Day Off"

1-29 Feb 00 -- African American History Month - Theme: "Heritage Horizon: The African-American Legacy and Challenges of the 21st Century"

10-14 Feb 00 -- 26th National Society of Black Engineers

TBA Apr 00 -- National Association for Equal Opportunity in Higher Education (NAFEO) Annual Conference Theme: "TBA"

10-14 Apr 00 -- "US Holocaust Memorial Council -- Theme: "Days Remembrance"

26-29 Apr 00 -- DACOWITS Spring Conference

May 00 -- Asian/Pacific American Heritage Month -- Theme: "Voices for the Millennium"

HRO-EEO INTERVIEW TRAINING

The following schedule is presented for the Calendar Year 2000, HRO-EEO Interview Training;

February 16 June 21

March 15
April 19
May 17

July 19
August 16
September 20

HRO requires a minimum of five (5) students to conduct this course each month. Please call me with your name, unit and telephone number to schedule your attendance and guarantee your seat in the class. The Course will be cancelled if the minimum number of students cannot attend each month.



(POC: Sharon Hall @ DSN 853-2790 or COM (602) 267-2790)

WELCOME

Please join us in welcoming **three (3) new employees** to HRO:

SFC Judy K. Carlson arrived in Arizona from Minnesota in July 1986 and joined the AZ ARNG on 15 Aug 1986. She worked as a Temporary Tech for the Inspector General for 9 months and entered AGR Program on 15 Dec 1987. Past assignments include Personnel Service Branch from 1986 - 1989; SIDPERS from 1990 - 1995, Recruiting and Retention from 1996 - 1998; and was assigned as AGR Administrator 1 Mar 1999. Judy is married to CW2 Richard Carlson of 98th Trp Cmd and they have 2 girls, ages 6 and 8. She can be reached at (602) 267-2948 or DSN 853-2948.

Meet **Sgt Lisa Angelo**:

She worked for the JAG and LTC Palmatier from 05/12/96 to 08/02/98 when she went to work for DCSPER. She came into the AGR office on 04/25/99 and will work with SFC Judy Carlson and LTC Palmatier as the Benefits/Transition Coordinator. On the M-day side, she works for Det 7, (Health Services). She is married and has one daughter. Her new extension is (602) 267-2453 or DSN 853-2453.

Management Specialist **LTC Jorge F. Roca**, effective 5 Dec 1999 assigned to Supervisory Personnel position vice LTC

Palmatier.

LTC Jorge F. Roca joined the Louisiana Guard in November 1978 entering into the AGR program in June 1981 through Apr 1983 at which time he converted to technician, transferring to Arizona on 6 January 1992. Total military service to date 21 years, 3 months; total civil service 17 years 8 months. Most recent previous assignment: Comptroller/Financial Manager, Army, located in USPFO for Arizona. He has served in various full-time positions in support of the National Guard to include service in the Louisiana Army National Guard and the Arizona Army National Guard. He is married and has 3 children. His new office phone numbers are (602) 267-2414 or DSN 853-2414, Fax number for him and all of Human Resources is (602) 267-2782.

Note: LTC Richard L. Palmatier has been reassigned to manage the AGR program--hence his new title, AGR Manager. The AGR program is now a part of Human Resources Office.

"WALT DISNEY'S" MAGIC KINGDOM CLUB

Disneyland California is celebrating its 45th Birthday in 2000. Watch for New Passport Prices: (Sorry, the one-day ticket discounts no longer available) Look for the 2-Day and 3-Day admission discounts:

	2-Day	3-Day
Regular (ages 12)	\$76	\$99
Club Member Rate	\$72	\$93
Child(ages 3-11)	\$57	\$75
Club Member Rate	\$53	\$69

New Club Member Merchandise Benefit: Ten percent (10%) discounts are now available with merchandise purchases over \$50.00 from the Disneyland Resort --Show your Magic Kingdom Club membership card for purchases adding up to \$50.00

New Dining Club Member Benefits: Club members now receive a 10% discount ANYTIME during regular hours in the following buffeteria restaurants: French Market, River Belle Terrace, and Plaza Inn (including character breakfast).

Through the Disneyland Resort Hotels, a 10% discount on lunch when visiting Goofy's Kitchen, Hook's Pointe, Disney's PCH Grill and Yamabuki Restaurant. 10% discount applies for dinner menus at Goofy's Kitchen and Granville's Steak House.

Seasonal accommodation discounts continue to apply at Disneyland Hotel and Disneyland Pacific Hotel. Club members enjoy multitude of savings during Disneyland Resort's 45th Birthday Celebration.

Call Sharon Hall, HRO Secretary, @ (602) 267-2790 or DSN 853-2790 to receive the New Magic Kingdom Club card brochures and application.

SEA WORLD'S CLUB USA

The Club USA program presents the 2000 SeaWorld San Diego Vacation Kit! This year's kit "is filled with special money-saving offers on accommodations, car rentals and area attractions. It's a must for anyone planning a San Diego vacation. You'll also save at Sea World. In addition to the everyday Club USA discount of \$5.00 the Vacation Kit offers an extra \$1.00 off all year long." Many exciting attractions await you at Sea World San Diego, including:

- Whale Watching Packages
- Fools with Tools (a new sea lion and otter show premiering in February)
- Small Wonders (Spring Animals)
- Pirates 4D (May/newest attraction)
- Rockin' Summer Nights
- Teen Scene Dance Parties
- Holidays Around the World (December)

Look for the SeaWorld flyers/kits in your area, or call Sharon Hall @ (602) 267-2790 or DSN 853-2790. Enjoy SeaWorld in 2000.

FIND US ON THE WEB @
[HTTP://WWW.AZNG.COM/HRO/](http://www.azng.com/hro/)

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 (Attachments available from
 HRO office.)**

**QUOTES TO PONDER: "The highest
 reward for a man's toil is not what he
 gets for it, but what he becomes by
 it" --by John Ruskin**

**"It's always helpful to learn from your
 mistakes because then your mistakes
 seem worthwhile." --by Garry Marshall**

ATTACHMENTS:

- (1) Thrift Savings Plan (TSP) Home Page (from www.tsp.gov)
- (2) TSP "RATES OF RETURN", showing C, F, and G Fund Monthly Returns for all of 1999.
- (3) SeaWorld's Adventure Park Poster and a copy of it's Year 2000 Operating Schedule